



New Faculty Orientation Handbook 2026 - 2027

751 Rose Street

Lexington, KY 40536-0232

<https://www.uky.edu/nursing/>

August 2026

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About the College

➤ A Tradition of Education, Research, Practice & Service

The University of Kentucky College of Nursing is preparing the next generation of providers, leaders, researchers and policy makers to improve healthcare delivery, promote nursing excellence, revolutionize health care and promote the highest levels of wellness.

Our programs stand as a testament to academic excellence and our commitment to shaping compassionate and competent nurses. Through cutting-edge curriculum, experienced faculty, and state-of-the-art facilities, the UK College of Nursing empowers students to embark on a transformative journey into the world of healthcare.

➤ Mission, Vision & Values

<https://nursing.uky.edu/about-us/mission-vision-values>

Mission

The mission of the University of Kentucky College of Nursing is to promote health and well-being through excellence in nursing education, research, practice, and service.

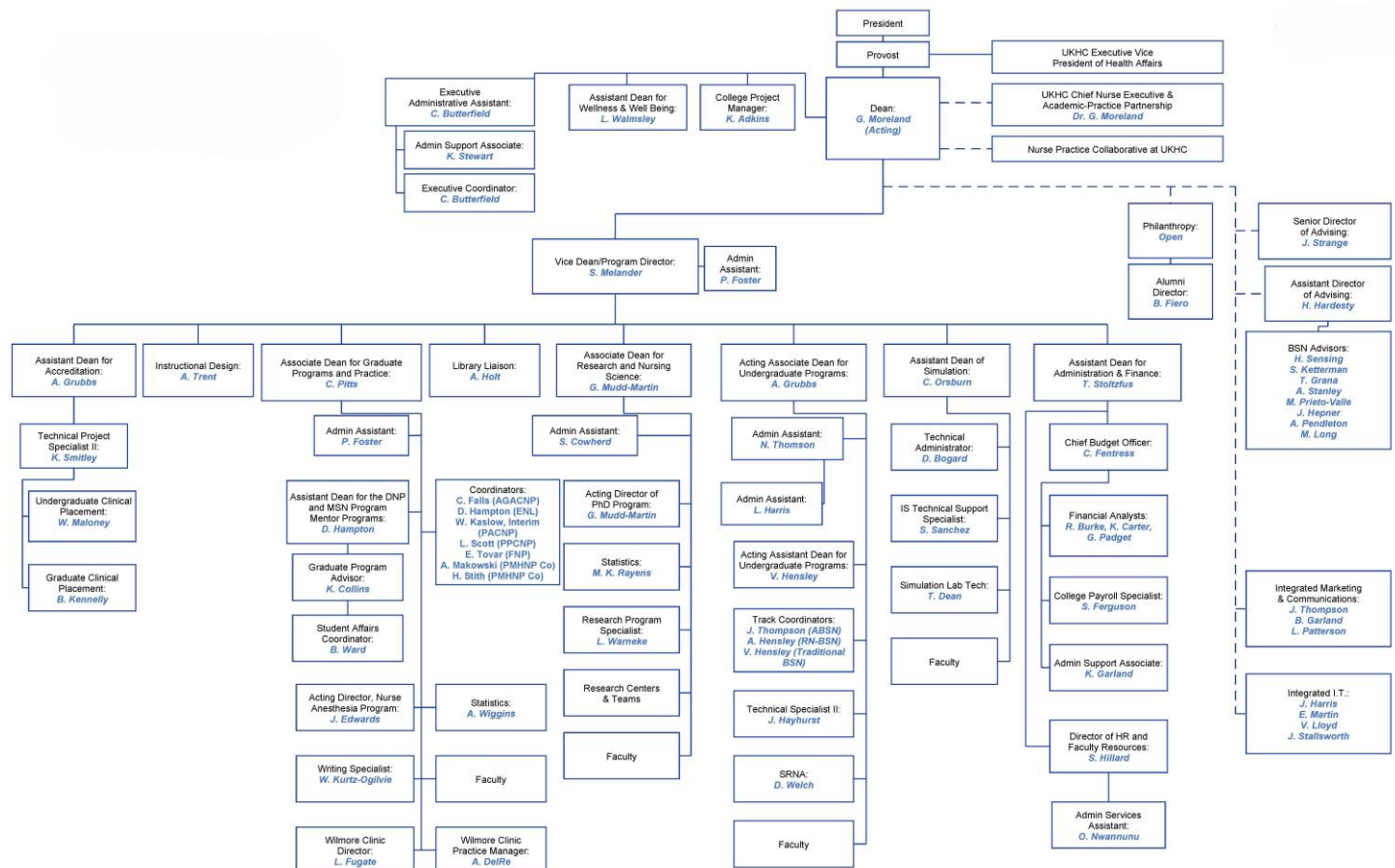
Vision

The College of Nursing will advance the Commonwealth and beyond by preparing students, shaping the workforce of tomorrow and improving health outcomes across Kentucky through innovations in practice, teaching, service, and research.

Values

- Integrity
- Innovation
- Excellence
- Compassion
- Well-being
- Community

➤ Organizational Chart



Governance

➤ Governing Regulations

Policies adopted by the Board of Trustees for the governance and operations of the University. These regulations provide the framework for the University administration to comply with federal and state law and implement Board decisions. Through the Governing Regulations, the Board of Trustees mandates and delegates the necessary authority to various individuals and constituencies to fulfill the University's missions.

<https://regs.uky.edu/governing-regulation>

➤ Administrative Regulations

Policies adopted by the President to implement the Governing Regulations and provide for the general administration and oversight of the University. <https://regs.uky.edu/administrative-regulation>

➤ Administrative Bylaws

Updated Administrative Bylaws - coming soon!

➤ Evaluation Plan

Updated Evaluation Plan - coming soon!

➤ CON Org Bylaws

Updated Faculty Bylaws - coming soon!

➤ Executive Faculty Council

<https://nursing.uky.edu/faculty-staff-resources/faculty-council>

➤ Senate Rules: Academic Offenses and Procedures

<https://nursing.uky.edu/sites/default/files/2023-07/University%20Senate%20Rules%206.3%2C%206.4%2C%206.5.pdf>

➤ Executive Staff Council

<https://nursing.uky.edu/faculty-staff-resources/staff-council>

➤ Strategic Plan: 2025-2029

The College's strategic plans show how we have created deliberate steps to optimize the health of our learning and working environments and create an engaged culture – one that empowers students, faculty and staff to reach their full potential. https://nursing.uky.edu/sites/default/files/2025-09/con-strategic-plan-2025-2029_approved-final_7.22.2025.pdf

Leadership Directory

➤ Dean and Vice Dean



Gwen Moreland, DNP, RN, NEA-BC

Acting Dean, College of Nursing | Chief Nurse Executive, UK HealthCare



Sheila Melander, PhD, APRN, ACNP-BC, FCCM, FAANP, FAAN

Vice Dean, College of Nursing

➤ Associate Deans



Angela Grubbs, DNP, APRN, NP-C
Interim Associate Dean for Undergraduate Programs & Policy



Gia Mudd-Martin, PhD, MPH, RN, FAHA, FAAN
Associate Dean of Research & Nursing Science



Courtney J. Pitts, DNP, MPH, FNP-BC, FAANP, FAAN
Associate Dean for Graduate Programs and Practice

➤ Assistant Deans



Dr. Angela Grubbs
Assistant Dean
Accreditation



Todd Stoltzfus
Assistant Dean
Administration & Finance



Dr. Debra Hampton
Assistant Dean
MSN & DNP Program Studies



Dr. Lee Anne Walmsley
Assistant Dean
Wellness & Well-Being

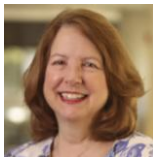


Dr. Carla Orsburn
Assistant Dean
Clinical Simulation & Learning Center

➤ Directors



John Edwards, III, DNAP, CRNA
Acting Director
Nurse Anesthesia Program



Dr. Gia Mudd-Martin
Acting Director
PhD Program



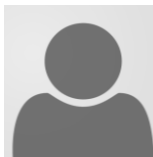
Cynthia Fentress
Budget Director



Jackie Thompson
Director
Communications

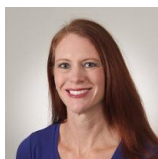


Samantha Hillard, SHRM-CP
Director
HR & Faculty Resources



Vacant
Director
Alumni & Philanthropy

➤ Track Coordinators



Dr. Candice Falls
AGACNP Track Coordinator



Dr. Andrew Makowski
PMHNP Track Co-Coordinator



Dr. Debra Hampton
Executive Leadership Coordinator



Dr. Leslie Scott
Peds Primary Care Track Coordinator



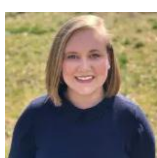
Dr. Angela Hensley
RN-BSN Track Coordinator



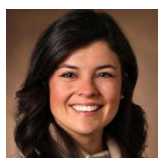
Dr. Holly Stith
PMHNP Track Co-Coordinator



Dr. Victoria Hensley
Traditional BSN Track Coordinator



Dr. Jessica Thompson
ABSN Track Coordinator



Dr. Whitney W. Kaslow
Peds Acute Care Track Coordinator
Interim



Dr. Elizabeth Tovar
FNP Track Coordinator

Business Office

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Cynthia Fentress	Budget Director	315-V	859-323-5238	cynthia.fentress@uky.edu
Griffin Padgett	College Business Analyst	Remote	Teams	gcpa222@uky.edu
Katie Carter	College Budget Analyst	Remote	Teams	kcarter966@uky.edu
Kevin Garland	Administrative Support Associate	315-W	859-257-4617	kwgarl1@uky.edu
Rhonda Burke	Financial Analyst	Remote	859-323-0242	rhonda.burke@uky.edu
Shannon Ferguson	Payroll Specialist	Remote	Teams	slferg4@uky.edu
Todd Stoltzfus	Assistant Dean for Admin & Finance	315-I	859-323-6534	todd.stoltzfus@uky.edu

➤ Business Card Order Form

<https://nursing.uky.edu/sites/default/files/2023-07/Business%20Cards%20Order%20Form-%20Updated.pdf>

➤ Cash/Check Handling Policy

<https://nursing.uky.edu/sites/default/files/2025-03/cash-check-handling-procedures.pdf>

➤ CON Order Form

<https://nursing.uky.edu/sites/default/files/2023-09/CON%20Order%20Form%20-%20Updated.pdf>

➤ Employee Travel Form

<https://nursing.uky.edu/sites/default/files/2023-07/Employee%20Non-Reimbursable%20Travel%20Form.xlsx>

➤ **Key Request Policy/Form**

<https://nursing.uky.edu/sites/default/files/2023-07/College%20of%20Nursing%20Key%20Request%20Form%20for%20web%20site%20with%20changes%2071321.pdf>

➤ **Package Delivery**

Packages are delivered by various vendors to Room 315W. Packages are typically delivered to your office within 24 hours. If you receive an overnight package, someone from the business office will send you an email that it has arrived and that you may pick it up from 315W or wait until it is delivered the next time packages are delivered

➤ **Purchasing Procedures**

<https://nursing.uky.edu/sites/default/files/2025-03/purchasing-procedures.pdf>

➤ **Travel Guidelines and Procedures**

<https://nursing.uky.edu/sites/default/files/2025-03/travel-guidelines-and-procedures.pdf>

➤ **Travel Management**

https://nursing.uky.edu/sites/default/files/2023-07/Student%20Travel%20Form_0.xlsx

➤ **Student Travel Support Request Form**

https://nursing.uky.edu/sites/default/files/2023-07/Student%20Travel%20Form_0.xlsx

Emergency Information

➤ **UK Alert**

The University of Kentucky utilizes an emergency notification system, UK Alert, to communicate official information during an emergency or crisis situation that disrupts normal campus operations or threatens the immediate health or safety of members of the campus community.

UK Alert is initiated when immediate action is required in response to an active threat or incident (active aggressor, tornado warning, etc.) on campus.

All University of Kentucky students, staff, and faculty are automatically registered in UK Alert with their official university e-mail address. We encourage students, staff, and faculty to add other contact information, such as mobile numbers and personal e-mails, to their UK Alert accounts on [their myUK portal](#).

➤ **CON Process for Plan B/Emergency Close Procedures**

<https://nursing.uky.edu/sites/default/files/2025-03/sop-plan-b-emergency-close.pdf>

➤ **University Emergencies**

<https://hr.uky.edu/policies/university-emergencies>

➤ **Emergency Delays and Closures Information**

<https://hr.uky.edu/general/emergency-delays-and-closures>

Faculty Resources

- [Endowment and Naming Policies - AR 8:4](#)
 - [Appointment for Endowed Professor/Chair](#)
- [Appointment, Promotion and Tenure \(APT\) Procedures - AR 2:1-1](#)
 - [APT – Changes with Appointment Title Series](#)
 - [APT - Statements of Evidence](#)

- [Promotion and Tenure General Timeline](#)
- [Faculty Distribution of Effort \(DOE\) – Workload Guidelines - AR 3:8](#)
- [Faculty Search Procedures](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [New Faculty Orientation Handbook - August 2024](#)
- [Online Education Faculty Guide](#)
- [Postdoctoral Visiting Scholars/Fellows](#)
- [Practice Plans for Health Science Colleges and University Health Services](#)
- [Professional Graduate Programs Reference Form](#)
- [Sabbatical Leave Policy and Procedures](#)
- [Sabbatical Leave Application](#)
- [Tableau](#)
- [Work-Life Group Anonymous Comment Form](#)

Human Resources

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Samanatha Hillard	HR & Faculty Resources	315-Z	859-323-6631	samatha.hillard@uky.edu

➤ UK Human Resources Page

<http://hr.uky.edu/>

➤ UK Human Resources Contacts

DEPT	ADDRESS	PHONE	FAX	
UK Human Resources	106 Bosworth Hall 631 South Limestone Lexington, KY 40506-0652	859-257-9555	859-323-8512	benefits@uky.edu
Benefits	106 Bosworth Hall 631 South Limestone Lexington, KY 40506-0652	859-257-9519 option 3	859-323-1095	E-mail: benefits@uky.edu Richard Amos, Chief Benefits Officer: (859) 257-9185
Compensation	2317 Alumni Park Plaza Lexington, KY 40517	859-257-9555 option 6	859-323-1903	g.biasiolli@uky.edu
Employee Records	631 S. Limestone	859-257-9555 option 5	859-323-8512	employeeerecords@uky.edu
Employee Relations	2317 Alumni Park Plaza Lexington, KY 40517	859-257-9555 option 7	859-257-2493	er@uky.edu Christy Wathen HR Director/Community Health 859-218-7267
Employee Engagement	2317 Alumni Park Plaza Lexington, KY 40508	859-257-9226		Kasey Lightle, Director Employee Engagement & Experience 859-257-4769
Employment	2317 Alumni Park Plaza Lexington, KY 40508	859-257-9555 option 2		ukjobs@uky.edu Sarah Bowes HR Director/Employment 859-257-9184
Enterprise learning	2317 Alumni Park Plaza Lexington, KY 40508	859-257-9226		Kasey Lightle, Director Employee Engagement & Experience 859-257-4769

DEPT	ADDRESS	PHONE	FAX	
Health and Wellness	A-250 Southcreek Park 2365 Harrodsburg Road Lexington, KY 40504	859-257-9355	859-323-4700	HealthandWellness@uky.edu employementalhealth@uky.edu Jody Ensmann, Program Manager 859-257-3363
Training & Development	2317 Alumni Park Plaza Lexington, KY 40517	859-257-9623	859-323-4815	train@uky.edu Becky Dysart HR Director/Training & Development 859-257-9188

➤ Other Contacts

Name	Title/role	Phone	Email
Melissa Frederick	Vice President and Chief Human Resources Officer	(859) 323-4666	melissa.frederick@uky.edu
Catie Lasley	AVP for HR Operations	(859) 257-9186	catherine.lasley@uky.edu
Steve Ivey	Communications Director	(859) 323-5387	steve.ivey@uky.edu
Ward Suthon	Business Officer	(859) 257-8773	Ward.Suthon@uky.edu
Leslie Vega	HR Business Partner Senior/Informatics	(859) 257-8942	lve222@uky.edu
Zach Barlow	HR Informatics Consultant	(859) 562-1553	zpha222@uky.edu
Alexa Wingate	Communications Officer	(859) 562-3596	alexa.wingate@uky.edu
Kristin Crusier	Marketing/Promotion Specialist Senior	(859) 257-2372	kscrus2@uky.edu
Hal Morris	Marketing/Promotion Specialist Senior	(859) 257-9621	harold.morris@uky.edu
Brent Peacher	Website UX Designer and Developer	(859) 402-2433	brent.peacher@uky.edu

➤ General

- [HR Policies & Procedures](#)
- [How to Update Home and Work Addresses Online](#)
- [How to View Your Own Position Description \(Staff\)](#)
- [UK Human Resources homepage](#)
- [University of Kentucky Records Retention Policy](#)
- [UK eForms Website](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)

➤ Leave

- [College of Nursing Absence Policies and Procedures](#)
- [Faculty Temporary Disability Leave \(TDL\)](#)
- [Staff Temporary Disability Leave \(TDL\)](#)
- [Faculty Assignment and Vacation Leave Policy](#)
 - [Faculty Vacation Provost Policy Statement](#)
- [Staff Vacation Leave policy](#)
- [Faculty Family Medical Leave \(FML\) policies](#)
 - [Family Medical Leave \(FML\) request form](#)
- [Staff Family Medical Leave \(FML\) policies](#)
 - [Family Medical Leave \(FML\) request form](#)
- [Faculty Sabbatical Leave Policy and Procedures](#)
 - [Faculty Sabbatical Leave Application](#)
- [How to access leave time balance](#)
- [How to submit a leave request online](#)

➤ **Benefits**

- [How to enroll in/update benefits](#)
- [UK HR's Benefits Homepage](#)

➤ **Performance**

- [Faculty Performance Reviews Policies](#)
 - [College of Nursing Faculty Performance Evaluation Template](#)
- [Staff Performance Evaluation Policies](#)
 - [Staff Performance Evaluation Resources](#)
 - [How to access previous performance evaluations](#)

➤ **Payroll**

- [Payroll Schedule](#)
- [UK Staff Holiday Schedule](#)
- [Faculty Consulting and Overload Policy](#)
- [Staff Internal Overload Form](#)
- [How to Add/Update your Direct Deposit Information](#)
- [How to Add/Update your Tax Withholding Information](#)
- [How to Record Working Time](#)
- [How to Select Online W-2 Delivery](#)
- [How to Access Online W-2](#)
- [How to Access Leave Balance Statement](#)
- [How to Access Pay Statement](#)
- [How to Approve Working Time/Leave Requests](#)
- [How to Set Up a Delegate for Time Approval](#)
- [Employee Records-Verification of Employment](#)
- [Emergency Contact Form](#)
- [Local Tax Form](#)

➤ **Standard Operating Procedures**

- [Nepotism Management Plan](#)
 - [Nepotism Management Plan Template](#)
- [Plan B Emergency Close](#)
- [Hiring Part Time Instructors](#)
- [Faculty Absence Reporting](#)
 - [IRIS Absence Form](#)
- [Staff Absence Reporting](#)
- [Request a Temporary Technical Employee](#)
- [Request a STEPS Employee](#)
 - [STEPS Exemptions](#)

ID Badges

If you are working with/supervising students in the capacity of a clinical instructor, i.e., that is your role that day on the unit, you need to wear a CON ID badge.

If you are precepting students during your clinical hours, i.e., during the time you are in your practice, you do not need to wear a UK CON ID badge.

Contact Shannon Ferguson (slferg4@uky.edu) to request an ID badge. Once your badge access has been approved, you will receive an email with instructions to pick up your badge.

Information Technology Support & Facilities

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Jason Harris	Application Services Support	117-A	859-323-3433	Jason.harris@uky.edu
Evan Martin	Field Service Technician	117-B	859-323-5364	Ejma215@uky.edu
Violet Lloyd	Service Desk Technician	117-C	859-323-5675	Csll222@uky.edu

➤ How Do I Request Assistance?

- EMAIL consysaid@gmail.com and state in the email what is wrong with your computer. If it is an emergency, please type “emergency” in the subject of the email. (This is the preferred method of opening a help desk ticket.)
- For issues with facilities email confacility@gmail.com CONIT acts as a liaison with the facilities group. The CONIT group does not perform the actual work to repair any facility issue.
- For issues with facilities email confacility@uky.edu. CONIT no longer performs any facilities related activities due to the implementation of Integrated Blue. Kayleigh Stewart is the liaison between the college of nursing and facilities.
- UKHC help desk 859-323-8586
- Campus Help Desk 859-218-4357

➤ Why Do I Have to Open a Ticket?

- Work volume cannot be accurately tracked if faculty and staff continue to email, and call support staff directly.
- Category KPI’s tracking cannot be accomplished to see precisely what the top issues faculty and staff are having. If this procedure is followed then we as a team can work to reduce the issues by conducting training, making modifications to systems, etc.
- Staff forecasting is not possible when all work being performed is not logged. (This ultimately impacts all faculty and staff by potentially not having adequate resources.)
- Those who are following the correct procedure by opening a ticket are often delayed by those who are not.
- IT staff are sometimes out of office, or in meetings, and unable to respond to phone calls or email.
- Following this process will ultimately improve your experience with information Technology here at the College of Nursing.

➤ Base IT Systems

- Microsoft Outlook 365 - Email Communication
- Microsoft Office 365 Suite – Excel, Word, PowerPoint, Access
- Microsoft Teams – Internal Chat, Collaboration
- Microsoft One Drive for file sharing and cloud data storage
- Zoom – Video collaboration and recording (limited access)
- Microsoft Windows 10 – Base Operating System
- Printing - Multiple Network Printers available for use

➤ Things You Can Do Prior to Opening a Service Request

- **REBOOT:** Many issues you encounter can be fixed by simply “rebooting” your computer. This will many times be the first task the support engineer will perform. We recommend that you reboot your computer at least every 2 days.
- **VERIFY:** Verify all electrical connections are established if computer will not power on for use. Also check network connections.
- **DOCUMENT:** If you are receiving any error messages then document the message in the help desk ticket you open. This will aid the support engineer in determining root cause of issue.

➤ Frequently Asked Questions

QUESTION ■ *How do I access my files from a home computer or while travelling with a laptop computer?*

ANSWER ■ To access computer systems at the U.K. you will have to utilize Global Protect VPN. VPN allows a “public” computer to gain entry into University Systems. VPN.....Virtual Private Network. A special request form is required for this access. This request form can be obtained by emailing consysaid@gmail.com

QUESTION ■ *Is it possible to check my university email from any computer using a Web Browser?*

ANSWER ■ Yes. You can log into your University Email with any computer that has an internet connection. You will need to type the following URL into the web browser. <http://outlook.office365.com>

QUESTION ■ *Why do I have to type “MC\username” on some occasions?*

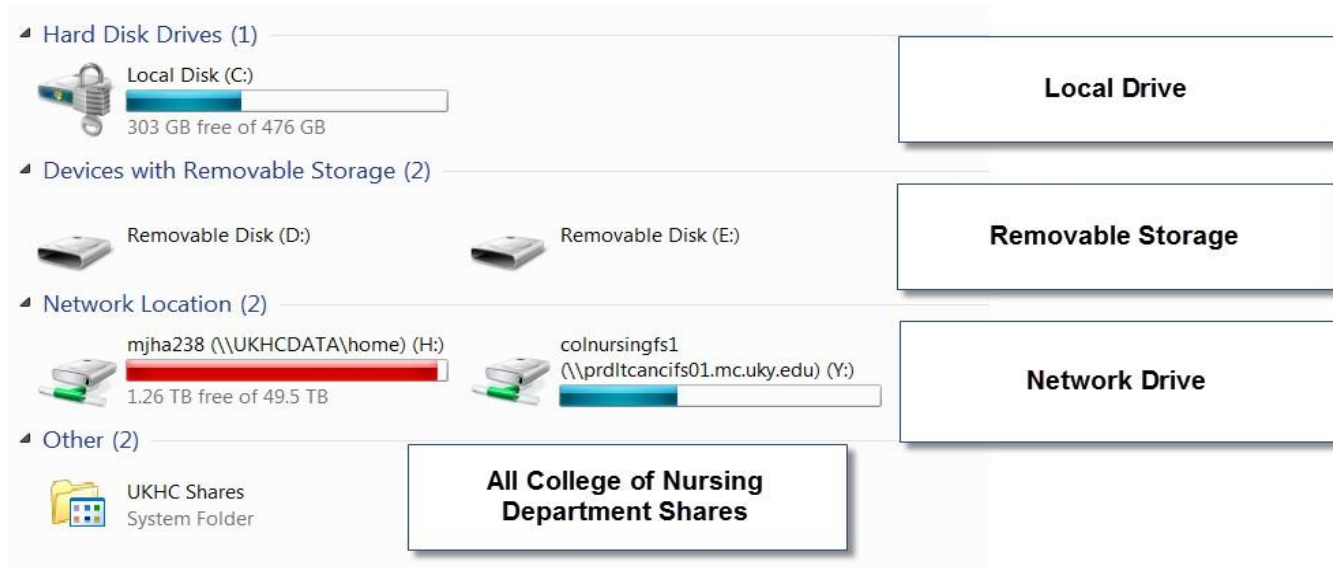
ANSWER ■ The University of Kentucky has two domains. The domain names are AD, and MC. AD is the assigned name for campus, and MC is the assigned name for Medical Center. Since the College of Nursing has the potential to handle patient data we reside on the MC domain. The College of Nursing also follows the security practices, from an I.T. perspective, of the Medical Center (MC) domain.

QUESTION ■ *Where can I find additional IT related information?*

ANSWER ■ <https://its.uky.edu/our-teams/customer-support-enterprise-service-management>

QUESTION ■ *Q: What is the difference in my local drive (C:) and my Network Drives?*

ANSWER ■ A: Local Drive is used for housing the operating system (Windows) and for working offline (not connected to network) We strongly recommend any documents to be save directly to your OneDrive: drive as this drive is backed up nightly. If you have a problem with one of these files it can be restored and prevent data loss.



The screenshot displays the 'This PC' view in Windows File Explorer. It categorizes storage into four sections:

- Hard Disk Drives (1):** Shows 'Local Disk (C:)' with a progress bar indicating 303 GB free of 476 GB.
- Devices with Removable Storage (2):** Shows 'Removable Disk (D:)' and 'Removable Disk (E:)'.
- Network Location (2):** Shows 'mjha238 (\\UKHC\DATA\home) (H:)' with 1.26 TB free of 49.5 TB, and 'colnursingfs1 (\\prdlcancifs01.mc.uky.edu) (Y:)'.
- Other (2):** Shows 'UKHC Shares' and 'System Folder'.

A white box with a black border is overlaid on the bottom right, containing the text: **All College of Nursing Department Shares**.

➤ Summary

- Emailing consysaid@gmail.com will provide you the fastest service for all issues with your computer.
- If you are unsure if CONIT group supports your issue/question, simply email consysaid@gmail.com and they will assist in providing you information on how to resolve your issue.
- CONIT support is available 8:30 am - 4:30 pm Monday thru Friday
- For support outside of the 8:30 am - 4:30 pm support hours you can call 859-218-4357 for general support or call 859-323-8586 for Healthcare related application issues such as AEHR/EPIC/SCM.

Instructional Design & Technology Resources

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Amanda Trent	Instructional Designer	518	859-323-2974	amanda.trent@uky.edu
Jesse Stallsworth	Applications Analyst	541	859-323-5576	jst243@uky.edu

➤ Spiceworks

Spiceworks—A ticketing system for requesting Instructional Design support. Accessible by emailing help@ukconid.on.spiceworks.com

➤ Instructional Technology Resources

- Canvas – UK’s Learning Management System: <http://uk.instructure.com/>
- Faculty Training and Playground – a resource hub for all CON faculty: <https://uk.instructure.com/enroll/WRB6HE>
- Canvas Training—Reach out to Jesse Stallsworth or Amanda Trent
- Canvas Support: Reach out to Jesse Stallsworth or Amanda Trent via Spiceworks during working hours for Canvas support.
- After-Hours Canvas Direct Support
 - 24/7/365 Support
 - Phone: 1-844-480-0838
 - Live chat from the Help button in Canvas
- Digication—electronic portfolio tool (used in DNP program and for faculty dossiers), Key Administrator – Jesse Stallsworth: <http://uky.digication.com/>
- Zoom—web conferencing,
 - Zoom desktop client pre-installed on all CON Computers
 - Web access (for settings, etc.) <https://uky.zomm.us/>
 - Zoom Support for Meetings provided by CON IT (consysaid@gmail.com)
 - Zoom Support for Classes provided by Instructional Design
- Respondus Lockdown Browser—Test-taking application that provides automated proctoring and exam integrity solutions to faculty
- ExamSoft/Examplify—Internet-based exam delivery system/testing application,
 - For Problems with ExamSoft/Examplify, contact Jesse Stallsworth or Amanda Trent
- Turnitin—plagiarism detection (Mostly used in conjunction with Canvas assignments.)

➤ Echo 360/Turning Technologies

- [Echo360 Class Capture/Point Solutions](#) Echo360 will allow you to simultaneously record the audio of your lecture, the screen of the computer, and, in some classrooms, the video of the instructor at the podium. This recording can be automated so that it is linked to your Canvas course as soon as the video is finished processing. Please request this via our ticketing system, help@ukconid.on.spiceworks.com

College of Nursing		Wethington Building	Multi-Disciplinary Sciences	Academic Healthcare
NUR 102A	NUR 501C	CTW 014	MDS 220	MN 263
NUR 115	NUR 502A	CTW 216	MDS 223	MN 363
NUR 201	NUR 505	CTW 219		MN 463
NUR 209	NUR 613C	CTW 411		
NUR 501B	NUR 625	CTW 415		

- Point Solutions is a student response gathering platform that will allow survey, quiz, and attendance/participation scoring

➤ Interactive Media & Video Solutions

- YuJa Media – multi-purpose video capture and storage platform with unlimited storage capacity for video.
- Open Broadcaster Software (OBS) – a powerful full recording solution for voiceovers, videos, and other recordings. Used in conjunction with YuJa Media
- Articulate 360– course-authoring (CAS) that can create interactive presentations, stand-alone course modules, interactive case studies, etc. To learn more about this platform please email Jesse Stallsworth or Amanda Trent.

➤ Other Resources

- Faculty Media Depot -- Located on the 6th floor of the College of Nursing, the Faculty Media Depot provides media and technology support in the creation of courses. Drop-in services video studio recordings, audio, and screen recordings, as well as support with the utilization of media in courses.
- Center for The Enhancement of Learning and Teaching (CELT) – Provides course consultation and instructional design services as well as special opportunities for grant funding and professional development. Please notify Jesse Stallsworth before contacting celt for your project.
- UK Software Downloads for Faculty and Staff: <https://download.uky.edu>. Log in using your LinkBlue account. (SAS, SPSS, EndNote, Adobe, VPN, Echo...)
- MyUK Learning – Offers many professional development and technology literacy courses.
- Using Instructional Designers Effectively – View the Presentation Here

➤ Resources for Students

- DNP Resources
- [RN-BSN Advising and Resource Site](#)
- [CON-UG Resource and Handbook Site](#)
- [CON Tech Guidelines and Support Resources Document \(should be in every syllabus\)](#)

Library Resources

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Annabelle Holt	Library Liaison	M72N Willard Medical Bldg	859-323-6568	annabelle.holt@uky.edu

As your library liaison, I am available to support faculty, staff, and students with a range of library and research needs, including:

- Instruction and course support: Develop and teach library orientations, tutorials, and information-literacy sessions tailored to course and student needs. Sessions can be offered in person or through Canvas.
- Literature searching: Conduct comprehensive literature searches to support research, scholarship, teaching, and other academic projects.
- Literature review support: Provide guidance on literature reviews, scoping reviews, and systematic reviews.
- Research consultations: Provide individualized assistance with library resources, database searching, and finding and evaluating information.
- Collection development: Welcome recommendations for expanding electronic resources and other materials in the UK Libraries collection.

Bookmark the curated Nursing Research Guide for quick access to resources: <https://libguides.uky.edu/nursing>

Marketing & Communications

➤ Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Jackie Thompson	Director of Communications	315-R	859-323-5449	jacqueline.thompson@uky.edu
Brittani Garland	Social Media Specialist	315-Q	859-323-1032	brittani.garland@uky.edu

➤ Request Form: Social Media Posts

<https://form.asana.com/?k=3NliQ-NGQMKbgGfuuq089g&d=71309345811105>

➤ Request Form: Website Edits

https://form.asana.com/?k=ofE388F2wUJZ0P06AG_eZw&d=71309345811105

➤ CON Logos

<https://luky.sharepoint.com/sites/Brand/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FBrand%2FShared%20Documents%2FLockups%2FColleges%20and%20Schools%2FCollege%20of%20Nursing&viewid=768c205a%2D387b%2D4112%2D9e1d%2D37e5f2c1a3ef&csf=1&CID=a8fb7241%2D6950%2D4a37%2D9078%2Ded6a657479f8&FolderCTID=0x012000BDA25C7F28553B4EA7A9D0B36EF3B5CF>

➤ CON Branded PowerPoint Template

<https://luky.sharepoint.com/:f:/r/sites/Brand/Shared%20Documents/Brand%20Assets?d=wfc5781df6dbc44f083653d67b40bee2b&csf=1&web=1&e=fD9liC>

- Make a copy of file before editing. Do not edit the template.

➤ UK Branded PowerPoint Slide Templates and Zoom backgrounds

- Login with linkblue credentials, select Brand Assets - Templates and download.

➤ Digital Sign Templates

<https://luky.sharepoint.com/:f:/s/CollegeofNursingCommunications/EkZjpn5skXNAu5KS1mU2yc4BcSKk6d1Qk7X3KYLR-HsSzw?e=5rL4VL>

➤ Letterhead

- Login with linkblue credentials, select Brand Assets - Templates and download.

➤ Official UK Email Signature Generator

<https://www.uky.edu/prmarketing/branding-tools/email-signature-generator>

➤ Graphic Design Requests

https://form.asana.com/?k=ue6QiNpYBfrhL_G2eLDT7Q&d=71309345811105

➤ Photo Authorizations

<https://nursing.uky.edu/sites/default/files/2024-08/photo-consent-form-2021-22-1.pdf>

➤ Public Relations

If you are contacted by the media, always refer them to the Communications Office before granting an interview.

Transportation Services

➤ Contact Information

ADDRESS	PHONE	HOURS	EMAIL
721 Press Avenue Lexington, KY 40506	859-257-5757	7:30 AM - 5:00 PM; M-F	Transportation@uky.edu

➤ Employee Permits

Permits can generally be purchased online by logging into your [customer account](#), on-site at our customer service center, or over the phone by calling 859-257-5757.

➤ E Reserved Permits

The University maintains a limited number of reserved parking areas on campus with the majority of spaces located on the UK HealthCare campus and a small number on main campus. Reserved permits are not available for purchase by the general campus community. Permit allocations are assigned to the various campus sectors with purchase authorization determined by the president, provost, appropriate executive vice president or designee.

Reserved permits provide the highest level of convenience and predictability at a higher price point than employee intermediate and employee core parking permits. Transportation Services manages the number of permits issued for designated reserved parking areas to ensure that reserved permit holders will be able to find parking within their assigned lot, garage or area.

Pricing

Pricing

- 2026-2027 Monthly Price: \$126
- 2026-2027 Annual Price: \$1,512
- Permits are valid July 1 through June 30 of the following year. Reserved parking is available on payroll deduction for most UK employees. Reserved permits are sold on a 12-month basis.

Parking Locations

- E3: Kentucky Clinic Garage (PS #3)
- E4: Good Samaritan Garage, ED surface lot, MOB lot
- E8: UK HealthCare Garage (PS #8)
- E25: Veterans Drive Lot
- E20: Administration Drive
- E21: College View Circle

➤ E Core Permits

Core permits provide a predictable parking option at a higher price point than a traditional employee intermediate parking permit. Transportation Services manages the number of permits issued for designated core parking areas to ensure that core permit holders will be able to find parking within their assigned lot, garage or area, in most instances. There may be rare occasions where construction, events or other unforeseen circumstances impact core parking availability. During these uncommon instances, Transportation Services will make every effort to notify impacted permit holders in advance and to communicate alternate parking options as appropriate.

Core parking may be an ideal option for employees who come and go from campus throughout the day as a result of professional or personal obligations, or who arrive to campus during mid-to-late morning when proximate parking options become more scarce. The predictable nature of core parking also provides the permit holder with confidence that parking will be available in their assigned area at their desired arrival time, preventing inefficient searching for parking in a variety of first-come, first-served parking areas.

Eligibility

Employee core permit eligibility is based upon employment classification. All regular full and part-time UK employees are generally eligible to apply for core permits. Additionally, most University contract employees are eligible to apply.

The University maintains a limited number of core parking areas on the UK HealthCare campus as well as a number on main campus. Core permits on the UK HealthCare campus are not available for purchase by the general campus community. UK HealthCare campus core permit purchase authorizations are determined by the appropriate UK HealthCare senior administrators or designee.

The following specific classifications of employees are not eligible to apply for core parking permits:

- STEPS temporary employees
- Graduate and professional students including graduate assistants, research assistants and teaching assistants

Pricing

- 2026-2027 Monthly Price: \$63
- 2026-2027 Annual Price: \$756

Permits are valid July 1 through June 30 of the following year. Core parking is available on payroll deduction for most UK employees. Core permits are only sold on a 12-month basis.

Employees who no longer need or desire core parking during any portion of the year may choose to return their permit to Transportation Services and will be given a pro-rated refund of any unused portion. However, they will lose their priority allotment and will be placed at the end of the waitlist if they wish to purchase core parking at a later date. Exceptions for sabbatical, family medical leave, or approved extended leave will be considered on a case-by-case basis.

Parking Locations

Core parking is available in the following locations:

- E7: Sports Center Garage (PS7) / Complex Drive
- E2: Hilltop Avenue Garage (PS2)
- E27: Press Avenue North Lot
- E28 Seminary Loop
- E31: Football Training Center Lot
- E8U: Upper floor of the UK HealthCare Garage
- E3U: Upper floors of Kentucky Clinic Garage
- E4U: Upper levels of the UK Good Samaritan Garage (F, G & H)
- E26: Gazette Avenue Lot
- E27: Portion of Press Avenue North Lot allocated to UK HealthCare
- E33: Waller HealthCare Annex

➤ Intermediate Permits (E Permit)

Intermediate permits represent the traditional first-come, first-served employee parking option with access to a variety of designated parking garages, lots and areas. This choice provides a flexible parking option at the University's standard price point, but does not guarantee availability in any specific area.

Employee intermediate parking may be an ideal option for employees who arrive to campus early or who rarely are required to leave and return to campus during a typical workday, but still desire a parking option within walking distance or an easy access bus route of their destination. Additionally, employees who are flexible with regard to their parking location or arrival time may find that this parking option works for their lifestyle.

Eligibility

Employee permit eligibility is based upon employment classification. All regular full and part-time UK employees are generally eligible to apply for intermediate permits, as are STEPS temporary employees, contract employees, Shriners Hospital employees, and pre-approved VA Hospital employees.

Pricing

- 2026-2027 Monthly Price: \$42
- 2026-2027 Annual Price: \$504

Permits are valid July 1 through June 30 of the following year. Intermediate parking is available on payroll deduction for most UK employees and permits are generally sold on a 12-month basis. Employees who no longer need or desire intermediate parking during any portion of the year may choose to return their permit to Transportation Services and will be given a pro-rated refund of any unused portion.

Parking Locations

Intermediate employee parking is available in a variety of parking garages, lots and areas throughout campus. These areas are designated by traditional E parking control signs without a specific parking lot assignment (e.g. E2) and includes, but is not limited to, the following major areas:

- Cornerstone Garage (PS #5)
- Press Avenue Garage (PS #6)
- Scott Street area lots
- Memorial Coliseum area lots
- Sports Center Drive area surface lots
- Columbia Avenue Lots
- Kroger Field periphery lots

➤ EK Permits (Periphery)

Employee Periphery permits represent a discounted parking option for employees who choose to park on the campus periphery. Employee periphery parking may be an ideal option for employees who work on the UK HealthCare campus, as Transportation Services provides direct shuttle service between the Kroger Field Orange Lot and the HealthCare campus, or for employees who work in the south campus area.

An increasing number of campus employees are also choosing to park in the campus periphery areas and walking to work as part of their personal health and wellness exercise goals, so a periphery permit may be a good choice if this fits your lifestyle.

In addition to good pedestrian connections, employees who choose to park in the Kroger Field Red or Blue Lot have convenient access to the entire Lexington campus via the Blue and White campus shuttles.

Eligibility

Employee permit eligibility is based upon employment classification. All regular full and part-time employees are generally eligible to apply for periphery permits, as are STEPS temporary employees, contract employees, and VA and Shriners hospital employees.

Pricing

- 2026-2027 Monthly Price: \$34
- 2026-2027 Annual Price: \$408

Permits are valid July 1 through June 30 of the following year. Periphery parking is available on payroll deduction for most UK employees. They are generally sold on a 12-month basis.

Employees who no longer need or desire periphery parking during any portion of the year, may choose to return their permit to Transportation Services and get a prorated refund of any unused portion.

Parking Locations

- Kroger Field Orange Lot and the Gluck Lot
- Kroger Field Red, Blue and Green Lots
- College Way East
- West and Commonwealth Drive lots

➤ **Single Day Permits (Scratch-Off Permits)**

Great option for employees, students and visitors who only need to park on campus occasionally.

Single-day permits, also known as scratch-off permits, are a great option for employees, students and visitors who only need to park on campus occasionally. Each single-day permit authorizes parking for one day only.

The front of a single-day permit resembles a scratch-off lottery ticket; users simply scratch off the day, month and year when the permit will be used.

Scratch-offs must be displayed from the rearview mirror or on the driver's side of the dashboard in plain sight. Single day permits may be purchased [online](#) using your linkblue account. You must have an active assignment to purchase online. Single day permits can also be purchased in person at the Transportation Services' office, located at 721 Press Avenue.

Single-day permits are available for purchase by employees who do not already have a regular permit. The parking areas in which single-day permits are valid varies by user type.

- Non-gated E-Intermediate lots & structures single-day permit: \$4.25
- Employee periphery (EK): \$3.50
- Off-peak single-day permit: \$2.25
- Core single-day permit: \$6.50 (Prior approval is required)

➤ **ADA Accessible Permits**

The University of Kentucky provides American with Disabilities Act (ADA) accessible parking spaces specifically designated for use by those who are mobility-impaired or who meet the criteria set forth in [KRS 186.042](#). These spaces are clearly marked with the universal symbol for ADA accessible areas.

Parking Locations

[ADA accessible parking spaces](#) are located in lots and structures throughout campus and are controlled for permits 24 hours a day, seven days a week.

UK issued ADA accessible parking permit holders are authorized to park in any ADA or regular parking space in employee-intermediate (E) and employee/student-periphery (K & EK) parking lots or structures.

ADA accessible permit holders are not authorized to park in residential (R) lots or other core lot spaces unless those spaces are designated ADA accessible. In addition, ADA accessible permit holders are not authorized to park in reserved lots unless they have an ADA accessible permit specifically authorized for that lot.

An ADA accessible parking permit does not entitle the permit holder to park in violation of the UK Vehicle Parking and Permit Regulations. This includes, but is not limited to, spaces otherwise restricted by special signs or curb paint. Vehicles parking in violation are subject to citation and/or impoundment at the owner's expense.

If you find that ADA accessible parking near your place of business is consistently full or if there are none conveniently located, please contact us to let us know.

Institutional Neutrality Policy

- https://pres.uky.edu/sites/default/files/2025-10/2025-09-12_execomms_statement_institutionalneutrality.pdf